

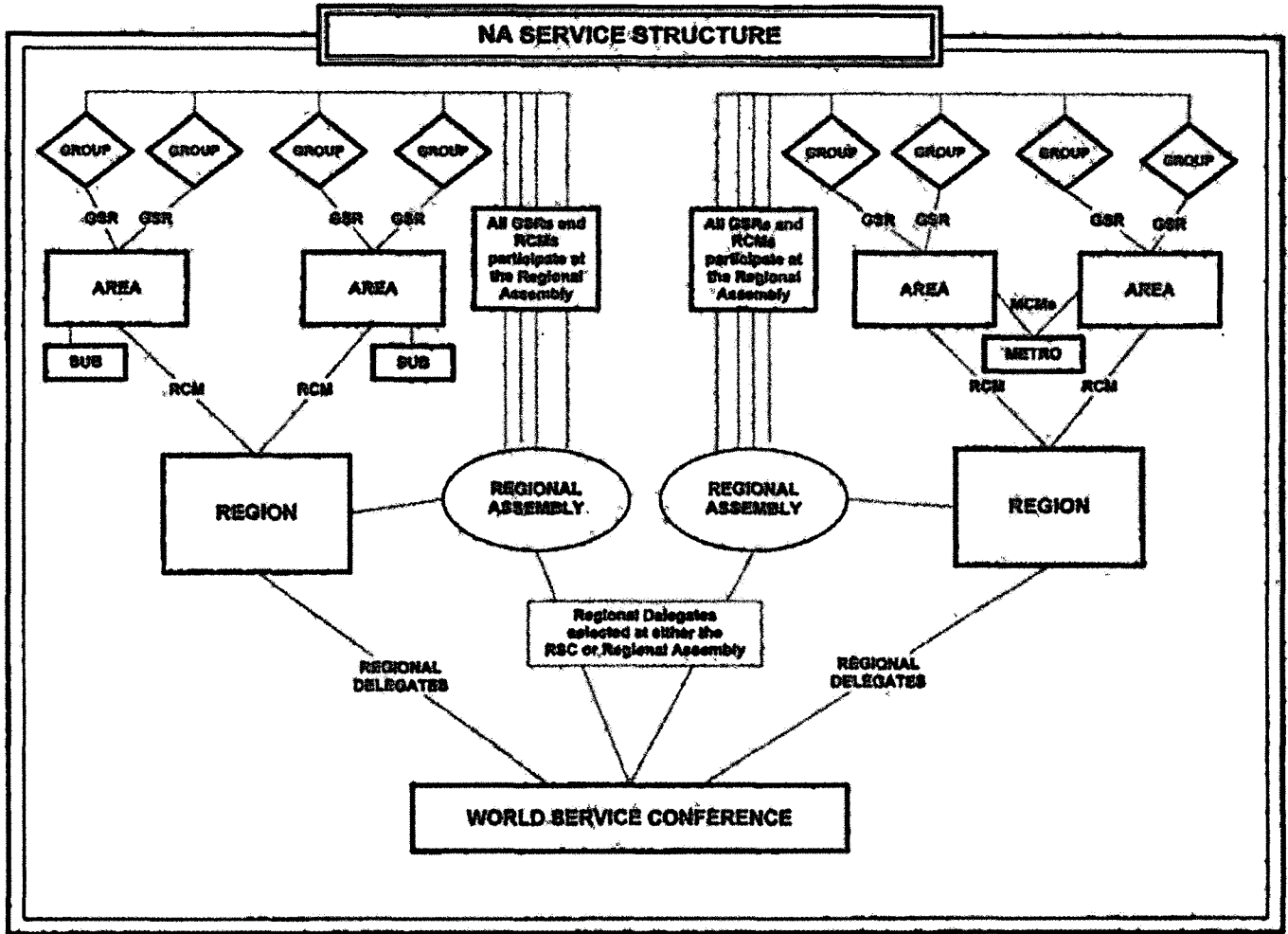
LCANA

Group Service  
Representative (GSR) Tool-  
Kit

This tool-kit is a reference tool for homegroups. It is not a policy. It does not intend to override the individual groups' autonomy in anyway.

This collection of suggestions and information is offered in the spirit of cooperation & service. It is the sincere hope that groups & individuals – especially those new to service – will benefit from this information, adopt what they can use to more effectively fulfill the primary purpose, and leave the rest.

# Diagram of NA Service Structure



(Guide to Local Service in Narcotics Anonymous pg. v)

## Group Service Representative (GSR)

The GSR is responsible for the following:

- Attending the Area Service Committee (ASC) meeting regularly
  - Submitting a report on behalf of the group
  - Purchasing literature
  - Making an ASC donation
  - Carrying the group conscious and voting on matters as they arise on the ASC floor
- Serving as a member on ASC subcommittees
- Serving as a liaison between the Group and the Area
  - Voting on Policy motions which have been sent back to groups
  - Voting on Money motions/Business motions as they arise on the ASC floor
- Sharing responsibilities with the GSR-Alternate
  - Training members new to service in this role
- Keeping the Group accurately registered with the World Service Office
  - Serving as an insurance liaison

**The most important facet of this position is to be the communicator for the Group.** The group service representative is the vital link between the group and the rest of the fellowship. The GSR is the formal line of communication whose purpose it is to represent *the group's conscience* in matters affecting other groups or NA as a whole. This duty requires the representative to provide information to the group about developments in the worldwide NA fellowship & to share with the area any activities, strengths, or problems of the group. *It is important that the GSR not break the chain of NA communication.*

## LCANA GSR Roles & Responsibilities

*Each group in the LCANA may send one (1) voting representative to the ASC meeting each month as its elected representative. When a group is not present at two or more consecutive ASC meetings, an Area officer will reach out to the group to offer support and inquiry if they are in need of assistance from the Area.*

*To Be Considered* present at an ASC meeting a group must have a representative present for all three (3) role calls. (*voting members who must step out of the meeting area while business is being conducted are required to inform the Chair of such intention*)

**Quorum:** You will often hear the phrase "Do we have Quorum?" or "What's the Quorum?" This refers to the following:

A quorum consists of at least 2/3 of the existing groups of the Area. A Quorum must be present before any business which affects LCANA Policy can be conducted.

For example: If there are 33 groups in the Area, then the minimum number of groups needed to have a quorum is 11. If 16 are present at the ASC, we have a quorum.

**Types of Motions:** It is the duty of the chairperson to classify a motion when it hits the area floor.

*Business Motions* - A business motion is a motion that does not set, change or delete policy. Business motions need a simple majority\* of all GSRs & Officers.

*House Keeping Motion* - a motion that usually only affects the current business meeting and it does not set, change or delete policy. For Example: a motion to change the order of the day. Passes by simple majority\* of all GSRs & Officers

*Policy Motion* - a motion which proposes a change/addition/correction/amendment or other action with the potential to impact LCANA policy. All policy motions must go back to Policy Subcommittee for review prior to taking pros & cons or discussion. These motions will NOT be voted on on the ASC floor until they have gone back to groups. Require 2/3 majority\* to pass of **GSRs ONLY**

***Any GSR can request any motion to go back to the Groups.***

\*Abstaining from a vote means it will not be counted towards the final tally. Example: out of 15 groups present 9 vote in favor 3 abstain and 3 vote against the motion. 2/3 of 15 is 10 however, the 3 abstentions do not count towards the vote decision. The vote is determined base on the 12 groups who participated with Y or N votes. 2/3 of 12 is 8. The motion passes.

This is vitally important because abstention votes are often given when groups did not have information necessary to make an informed vote or because the information that was available was not well understood. The GSR role is very important for the purposes of this communication. If the 3 groups which abstained felt opposed to the motion but uncomfortable voting with limited information - a motion may pass that ultimately does not serve our Area or we may vote down motions that would be to our benefit. That being said, the right to abstain from a vote after carefully considering it from a well-informed perspective is every groups right in their autonomy.

# Acronym List

## ASC - Area Service Committee

- The Area Service Committee is the primary means by which the services of a local NA community are administered. Composed of group service representatives, officers, subcommittee chairpersons and the area's regional committee members. Our Area Service Committee meets the 1<sup>st</sup> Sunday of every month. Literature orders can be placed during this time. Groups also make donations to the ASC of funds in excess of their operating costs in order to further support the service structure and help fulfill our primary purpose. The ASC serves the groups. In their autonomy, groups may choose not to participate in the ASC, however, to do so would mean giving up one of the best available ways of serving the recovery community which they are a part of.

## CAR - Conference Agenda Report

- A compilation of motions that have been brought before Narcotics Anonymous at the world level – to be voted on by Regional Delegates from around the world at the next World Service Conference. These motions are proposed by either Regions or the World Board. These motions concern the World-Wide Fellowship and impact Narcotics Anonymous members all around the world. Generally considered the "Old Business" of the Conference.

## CAT - Conference Approval Track

- The CAT includes materials intended for committees or boards and comes out 90 days before the World Service Conference (WSC). The CAT always contains the budget and project plans for WSC consideration, the Narcotics Anonymous World Services (NAWS) Strategic Plan, and requests for WSC seating from regions, along with the Seating Workgroup recommendations and a report from the World Board. When there is service material for the Conference to approve, it is generally included with the Conference Approval Track.

## GSR - Group Service Representative

- Group service representatives form the foundation of our service structure by linking their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee. They study the reports of the committee's officers and subcommittee chairpersons. They read the various handbooks published by the World Service Office on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active, critical part in the discussions & voting. At group business meetings, the GSR report provides a summary of area committee activities. GSRs also bring fliers announcing area and regional activities back to their homegroups from the ASC as well as carry the group's donation and/or literature order to the ASC.

## GSR Alt. - Group Service Representative Alternate

- Alt GSRs assume all the responsibilities of the GSR in their absence. The Alt GSR often serves under the GSR for a period of time in order to train in this position however experienced members may be elected to hold this position as well. The Alt GSR may serve on one or more subcommittees. Participation in Subcommittee work helps to bring added perspective to the service role.

## H&I - Hospitals and Institutions

- The H&I Subcommittee organize panels to conduct presentations of Narcotics Anonymous to institutionalized addicts who might otherwise not be able to hear our message. Treatment panels are conducted for patients at addiction treatment centers, mental health facilities, and therapeutic communities. Correctional panels are held for inmates at jails, prisons, and forensic hospitals. H&I members utilize the H&I Handbook & Local Guide to Service along with our LCANA Policy to execute their focus while working closely with Public Relations (PR) in order to minimize the potential for conflict between these two key areas of service.

#### IDT - Issue Discussion Topic

- Issue Discussion Topics are subjects that recovering addicts in NA communities around the world focus on in discussions and workshops throughout each two-year conference cycle. These conversations encourage us to think more deeply about relevant topics and help build unity within our groups and service bodies. Past IDTs have included: Attracting Members to Service; Applying Our Principles to Technology and Social Media; Welcoming All Members.

#### IP - Informational Pamphlet

- Written and approved for publication by our members, IPs represent fellowship approved recovery literature. There are currently 24 IPs in publication. These are available for purchase through the Literature Subcommittee and may be made available to attendees at recovery meetings in a literature rack, distributed to newcomers, used as topics for discussion during recovery meetings. All IPs can also be downloaded in PDF form from [www.na.org](http://www.na.org) (additionally booklets and group readings).

#### LCANA - Lancaster County Area of Narcotics Anonymous

- Our Area is made of roughly 30+ groups. Geographically, it spans from as far South as Willow Street; North to Ephrata/Akron and includes additional surrounding towns (Lititz, Brickerville, Millersville etc). Within the city limits the LCANA has no less than 3 daily meetings (morning, noon & night). Our Unity Subcommittee hosts a dance the first Saturday of every month as well as frequent learning days, speaker jams and social events such as the annual pig roast and spiritual retreat. Up to date meeting lists and a calendar of events can be found on our website [www.lancasterpana.org](http://www.lancasterpana.org) The LCANA has a personal liability insurance policy and is also included for coverage under the Regional Property Damage insurance policy. Newly formed groups may choose to join the LCANA by attending ASC the first Sunday of the month. There they can receive new group packets including readings and a policy handbook. All groups in the LCANA also need to be registered with the WSC in order to be properly covered by our Regional and Area Insurance Policies.

#### NA - Narcotics Anonymous

- Narcotics Anonymous is a non-profit, 12-step, mutual aid based recovery organization. In accordance with our traditions, NA has no membership dues, offers no opinion on any outside issues (including, politics, science or medicine), holds no affiliation with nor endorses any outside organizations and does not seek to recruit anyone or promote itself, but rather makes factual information about the program available to others through coordinated efforts of our service structure. The primary vehicle for this is the NA recovery meeting, facilitated by the NA group. Recovery meetings meet at regularly scheduled and publicly posted times/locations.

#### NAWS - Narcotics Anonymous World Services

- The basic purpose of our world services are communication, coordination, information, and guidance. Because Narcotics Anonymous is a global, community-based organization with a multilingual and multicultural membership, the World Services website [www.na.org](http://www.na.org) provides recovery literature, service material and other resources in a number of languages (including the Little White Booklet American Sign Language). Members can register their groups, find meetings, and order ebooks online.

#### MARLCNA - Mid-Atlantic Regional Learning Conference of Narcotics Anonymous

- A unique 3-day annual event hosted by the Mid-Atlantic Region of Narcotics Anonymous. Both a Conference and a Convention, the Conference Committee members invite World Board members who make themselves available to members of our local service structure. Regional Committee members from each of the Region's Areas along with the Regional Delegate meet to discuss the CAR and CAT. The opportunity to gather information, ask questions and participate in discussions empowers these trusted servants to disseminate to the ASC the vital contents of the CAR and CAT so that the groups can be properly informed for their voting process. At the same time, the Conference Committee arranges for workshops, speakers, entertainment, hospitality, merchandising and marathon meetings throughout the weekend.

#### MARSCNA - Mid-Atlantic Regional Service Committee of Narcotics Anonymous

- LCANA is part of the Mid-Atlantic Region of Narcotics Anonymous. Other Areas which make up the Mid-Atlantic Region include: Bee Hive; Capital; Central Susquehanna; Lebanon Valley; Little Apple; Lock Haven; Mason Dixon; Pocono Mountains; Reading; Serenity in the Mountains; State College; Greater Scranton Steamtown; Williamsport; & York. More info including meeting lists and a calendar of events for these areas can be found on the regional website – [www.marscna.org](http://www.marscna.org) Region meets quarterly with one of the above listed Areas rotating hosting duties. The LCANA RD, Alt RD and Subcommittee Chairpersons are required to attend, but all members of NA are welcome.

#### PR - Public Relations

- Public Relations (sometimes called Public Information – PI in other Areas) establishes, maintains and nurtures contacts in government, education, medicine, the clergy, community organizations, the public media, and with other twelve-step fellowships. These contacts can carry the message that NA exists; sometimes to places we couldn't possibly go ourselves. PR works to make these such contacts aware of what Narcotics Anonymous is, what we can do, and where our groups meet. This is very important factors in NA's growth. PR work is established through various means depending on an Area's size, needs and resources. Our Area frequently hosts flyer days, maintains a helpline and participates in many public events related to the human services field. PR works closely with H&I especially in establishing new H&I commitments. Members of PR utilize the Public Relations Handbook and Guide to Local Services along with our LCANA Policy Handbook in order to execute their focus.

#### RCM - Regional Committee Member

- The RCM keeps the Area in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service. Both the region and the Area depend on the RCM. The must be well-versed in NA service practices and principles; have a working knowledge of the Twelve Traditions and Twelve Concepts; and be familiar with all published service manuals and bulletins. RCMs should carefully study the reports from their own areas' groups, officers, and subcommittee chairs as well as take time to talk personally with other participants in their area committees. Per LCANA policy the RCM may not serve as chairperson for any subcommittee during their term as RCM. The RCM attends all Regional Committee Meetings, disseminates the information to an appropriate level for the Area to consume, and submits a written report monthly to the Area Secretary for inclusion in the minutes. The RCM is also responsible to forward the Regional minutes to the ASC Secretary upon their arrival quarterly. The RCM usually has an Alt RCM to assist them. The Alt RCM supports the RCM and assumes all of their responsibilities in their absence.

#### RD - Regional Delegate

- The Regional Delegate serves as the primary contact between NA's world services and the local NA community. The RD attends the World Service Conference as a fully active participant. From time to time, World Services asks regional delegates for their input. Delegates often respond to these requests on their own. In matters of wide concern, however, delegates may feel they need to hear broader discussion before they can reply. The vital communication between the RD, RCM, ASC and groups provides a foundation in the group conscience which allows delegates to be confident that the response they offer to World Services is a well-considered one.

#### RDA - Regional Delegate Alternate

- Like the RD, the RDA is a full participant in the regional service committee. The delegate often consults with the alternate, asking for different perspectives on world service affairs and seeking to involve the alternate in helping carry the workload. The RDA is welcome to attend the World Service Conference in the company of their delegates; however, they will be only be recognized as full participants in the WSC if the primary delegate is absent.

#### RSC - Regional Service Committee

- Regional committees generally do not perform direct services—that is, they don't run phonelines, organize H&I panels, or carry out a public information program. Regions are formed simply to pool and develop local service resources that can be used both by groups and areas in better fulfilling their responsibilities.

#### SP - Service Pamphlet

- Service pamphlets (SPs) are intended for help in your discussion in group business meetings or at service committees and may be useful resources to turn to when dealing with sensitive or difficult topics. Some examples of SPs include: NA Groups & Medication; Disruptive & Violent Behavior; or any NAWS Bulletin (this includes NAWS Bulletin #13 - the excerpted adaptation of which is frequently referred to as "The Clarity Statement"). These should not be confused with Fellowship Approved recovery literature such as Information Packets. These service materials were created by the World Board with the intention of being used as a learning tools for group's business meetings and are discouraged from being read during a recovery meeting or placed in a literature rack alongside fellowship approved literature.

#### WB - World Board

- The purpose of the World Board of Narcotics Anonymous World Services, Inc. is to contribute to the continuation and growth of Narcotics Anonymous. The World Board manages all activities of world services including oversight of the operations of the fellowship's primary service center, the World Service Office.

#### WSC World Service Conference

- Unlike all other NA service bodies, the conference is not an entity; it is an event—the coming together. Every two years, regional delegates, the members of the World Board, and the executive director of the World Service Office meet to discuss questions of significance to the Fellowship of Narcotics Anonymous as a whole. The purpose of the WSC is to be supportive of the fellowship as a whole, and to define and take action according to the group conscience of Narcotics Anonymous.

#### WSO World Service Office

- The purpose of the World Service Office, our main service center, is to carry out the directives of the World Service Conference in matters that relate to communications and information for the Fellowship of NA, its services, groups, and members. The World Service Office achieves this purpose by maintaining correspondence with NA groups and service committees, by printing and distributing WSC-approved literature, and by maintaining the archives and files of Narcotics Anonymous.



**GSR Report to the Group Business Meeting**

Donation:\$ \_\_\_\_\_

Current ASC Date: \_\_\_\_\_

Literature:\$ \_\_\_\_\_

Next ASC Date: \_\_\_\_\_

Vacant Positions:

\_\_\_\_\_

Review of Subcommittee Reports:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Review of RCM Report:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Review of Group Reports:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New business:

- Money Motions  
# \_\_\_\_\_  
○ How did you vote?      Y      N

- Business Motions  
# \_\_\_\_\_  
○ How did you vote?      Y      N

- Money Motions  
# \_\_\_\_\_  
○ How did you vote?      Y      N

- Business Motions  
# \_\_\_\_\_  
○ How did you vote?      Y      N

- Policy Motions # \_\_\_\_\_

- Pro: \_\_\_\_\_
- Pro: \_\_\_\_\_
- Con: \_\_\_\_\_
- Con: \_\_\_\_\_

- Policy Motions # \_\_\_\_\_

- Pro: \_\_\_\_\_
- Pro: \_\_\_\_\_
- Con: \_\_\_\_\_
- Con: \_\_\_\_\_

**Group Treasurer's Report**

Prudent Reserve: \_\_\_\_\_ Previous Balance: \_\_\_\_\_

Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_ GSR \_\_\_\_\_

Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Meeting Records

Date \_\_\_\_\_ # Of Newcomers \_\_\_\_\_  
Leader/Chairperson \_\_\_\_\_ Attendance (Total) \_\_\_\_\_

Old balance _____	Income
	Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses
	Rent _____
Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

\*\*\*\*\*

Date \_\_\_\_\_ # Of Newcomers \_\_\_\_\_  
Leader/Chairperson \_\_\_\_\_ Attendance (Total) \_\_\_\_\_

Old balance _____	Income
	Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses
	Rent _____
Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

\*\*\*\*\*

Date \_\_\_\_\_ # Of Newcomers \_\_\_\_\_  
Leader/Chairperson \_\_\_\_\_ Attendance (Total) \_\_\_\_\_

Old balance \_\_\_\_\_ Income  
Collection \_\_\_\_\_  
Plus total income \_\_\_\_\_ Plus other income \_\_\_\_\_  
Subtotal \_\_\_\_\_ Equals total income \_\_\_\_\_  
Minus total expenses \_\_\_\_\_ Expenses  
Rent \_\_\_\_\_  
Equals new balance \_\_\_\_\_ Plus literature \_\_\_\_\_  
Plus refreshments \_\_\_\_\_  
Equals total expenses \_\_\_\_\_

\*\*\*\*\*

Date \_\_\_\_\_ # Of Newcomers \_\_\_\_\_  
Leader/Chairperson \_\_\_\_\_ Attendance (Total) \_\_\_\_\_

Old balance \_\_\_\_\_ Income  
Collection \_\_\_\_\_  
Plus total income \_\_\_\_\_ Plus other income \_\_\_\_\_  
Subtotal \_\_\_\_\_ Equals total income \_\_\_\_\_  
Minus total expenses \_\_\_\_\_ Expenses  
Rent \_\_\_\_\_  
Equals new balance \_\_\_\_\_ Plus literature \_\_\_\_\_  
Plus refreshments \_\_\_\_\_  
Equals total expenses \_\_\_\_\_

\*\*\*\*\*

Date \_\_\_\_\_ # Of Newcomers \_\_\_\_\_  
Leader/Chairperson \_\_\_\_\_ Attendance (Total) \_\_\_\_\_

Old balance \_\_\_\_\_ Income  
Collection \_\_\_\_\_  
Plus total income \_\_\_\_\_ Plus other income \_\_\_\_\_  
Subtotal \_\_\_\_\_ Equals total income \_\_\_\_\_  
Minus total expenses \_\_\_\_\_ Expenses  
Rent \_\_\_\_\_  
Equals new balance \_\_\_\_\_ Plus literature \_\_\_\_\_  
Plus refreshments \_\_\_\_\_  
Equals total expenses \_\_\_\_\_

**End of Month Reconciliation of**  
**Financial Records**

for the period from: \_\_\_\_\_ to: \_\_\_\_\_

Attendance (Total) Newcomers: \_\_\_\_\_

Beginning

Balance: \_\_\_\_\_

Income:

Collection: \_\_\_\_\_

Literature: \_\_\_\_\_

Other: \_\_\_\_\_

Total Income:

(+) \_\_\_\_\_

Subtotal: \_\_\_\_\_

Expenses:

Rent: \_\_\_\_\_

Literature: \_\_\_\_\_

Supplies: \_\_\_\_\_

ASC Donation: \_\_\_\_\_

Other: \_\_\_\_\_

Total Expenses:

(-) \_\_\_\_\_

Ending Balance:

= \_\_\_\_\_

Prudent Reserve: \_\_\_\_\_

# Creating an Atmosphere of Recovery

## 1. Group Conscience

### a. Creating Atmosphere of Recovery

- i. By consensus define Atmosphere of Recovery for your group

*Consider:*

1. Time of day and day of week
2. Demographics, children welcomed
3. Type of meeting, format, facility expectations (language, smoking locations, etc)

- ii. Write this definition out (you may decide to use it in your format)

- iii. Develop a plan on how you will implement this

### b. Maintaining Atmosphere of Recovery

- i. Discuss atmosphere of recovery in each group conscience

- ii. Hold members accountable for fulfilling their responsibilities (before, during, and after the meeting)

## 2. Trusted Servant/Member Training

### a. Creating Atmosphere of Recovery

- i. Assign each Trusted Servant specific responsibilities related to Atmosphere of Recovery during meeting

- ii. Have group members identify what they can/will do

- iii. Establish clean time requirements for chairperson

### b. Maintaining Atmosphere of Recovery

- i. Review chairperson's responsibility with new chairperson

- ii. Co-chair with new chairperson

- iii. Review Atmosphere of Recovery responsibilities with new Trusted Servants when elected

## 3. The Meeting/Meeting Format

### a. Creating Atmosphere of Recovery

- i. Develop a format that is conducive to your definition of Atmosphere of Recovery

- ii. Have format written out for the chairperson

- iii. Include reminders on Atmosphere of Recovery

### b. Maintaining Atmosphere of Recovery

- i. Chairperson has the responsibility and authority to implement Atmosphere of Recovery plan

- ii. Other Trusted Servants could and should step up to assist

- iii. Home Group members should role model appropriate behavior

## Parliamentary Procedure for Meetings

*Robert's Rules of Order* is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. *Robert's Rules* will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of *Robert's Rules*, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

**Note:** If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using *Robert's Rules* is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

## Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion, stand and address the chair.**
- **If you approve the motion as is, vote for it.**
- **If you disapprove the motion, vote against it.**
- **If you approve the idea of the motion but want to change it, amend it or submit a substitute for it.**
- **If you want advice or information to help you make your decision, move to refer the motion to an appropriate quorum or committee with instructions to report back.**
- **If you feel they can handle it better than the assembly, move to refer the motion to a quorum or committee with power to act.**
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered, move to lay the motion on the table.**
- **If you want time to think the motion over, move that consideration be deferred to a certain time.**
- **If you think that further discussion is unnecessary, move the previous question.**
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee, move the motion be recalled.**
- **If you think that the assembly should give further consideration to a matter already voted upon, move that it be reconsidered.**
- **If you do not agree with a decision rendered by the chair, appeal the decision to the assembly.**
- **If you think that a matter introduced is not germane to the matter at hand, a point of order may be raised.**
- **If you think that too much time is being consumed by speakers, you can move a time limit on such speeches.**
- **If a motion has several parts, and you wish to vote differently on these parts, move to divide the motion.**

## PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until	No	Yes	No	Majority
Complain about noise, room temperature, etc*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 vote
Take up a matter previously tabled*	I move to take from the table	No	Yes	No	Majority
Reconsider something already disposed of	I move we reconsider our action relative to	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

\*Not amendable



## PARLIAMENTARY PROCEDURE AT A GLANCE

		Debatable	Amendable	Can Be Reconsidered	Requires 2/3 Vote
Privileged Motions	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	Yes	Yes	No
	Call for Order of Day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objection to Consideration of a Question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Read Papers	No	No	Yes	No
	Suspend the Rules	No	No	No	Yes
Withdraw a Motion	No	No	Yes	No	
Subsidiary Motions	Lay on the Table	No	No	Yes	No
	The Previous Question (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes	No
	Refer to Committee	Yes	Yes	Yes	No
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes	No
Main Motion	Main or Procedural Motion	Yes	Yes	Yes	No

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

**PLEASE NOTE:** many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

## IN THE MEETING

### ***TO INTRODUCE A MOTION:***

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...", state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . . , is there any discussion?"

### ***DEBATE OR DISCUSSING THE MOTION:***

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

### ***VOTING ON A MOTION:***

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

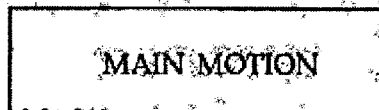
# AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that . . ."

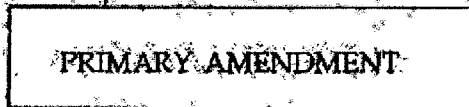


Another member seconds the motion.

The Chair repeats the motion and says, "Is there any discussion?"

Must be germane to the main motion

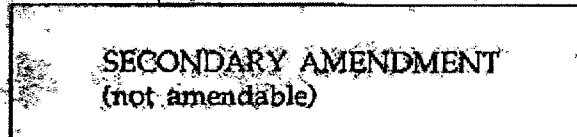
To improve the motion, a member rises, receives recognition and says, "I move to amend the motion by . . ."



Another member seconds the amendment.

The Chair repeats the amendment and says, "Is there any discussion on the amendment?"

To improve the amendment, a member rises, receives recognition, and says, "I move to amend the amendment by . . ."



Another member seconds the amendment.

The Chair repeats the amendment to the amendment and says, "Is there any discussion on the amendment to the amendment?"

Must be germane to the primary amendment

- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.